

## HONORARY/NON-MONETARY AWARDS

**American Society of Naval Engineers Annual Awards Program.** Four categories which recognize outstanding contributions to Naval Engineering:

- (1) An individual who has made a significant contribution to Naval Engineering through personal research during the past three years;
- (2) An individual whose reputation in Naval Engineering spans a long career of notable achievement and influence;
- (3) An individual whose long time dedication and service to society is deemed worthy of special recognition; or,
- (4) A fleet or field engineer who has made significant contributions to improving operational engineering or material readiness of our maritime forces during the past three years.

**Black Engineer of the Year Awards** recognize and reward successful black engineers, scientists, and technology leaders.

**Captain Robert Dexter Conrad Award for Scientific Achievement** recognizes an outstanding technical and scientific achievement by an individual in the field of research and development for the DON.

**DOD Distinguished Civilian Service Award** recognizes civilian employees whose careers reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operation of the DOD. Nominees should have already received the Navy's highest award, i.e., Navy Distinguished Civilian Service Award.

**DON Competition and Procurement Excellence Award** formally recognizes individuals who have made an outstanding contribution to the effectiveness and advancement of competition in DON procurement during this fiscal year.

**Federal Engineer of the Year Award** is designed to recognize outstanding achievements from licensed professional engineers employed by the Federal Government.

**Federal Women's Program Award** honors employees and organizations who have exhibited personal and professional commitment to the enhancement of women in the workplace and to support FWP objectives.

**Federal Executive Institute Alumni Association (FEIAA)** recognizes extraordinary achievements in executive management and personal leadership.

**Arthur S. Flemming Award:** To (1) Recognize those who have performed outstanding and meritorious work for the Federal Government; (2) encourage high standards of performance in the Federal Government; (3) acknowledge individuals who are able to transfer their skills with the Federal Government to service within their community; (4) enhance appreciation of our form of Government and the opportunities that it presents; and (5) to attract outstanding persons to the Federal Government .

**Hispanic Engineer National Achievement Awards** recognize outstanding achievements by Hispanic engineers, scientists, and technology leaders.

**Roger W. Jones Award (SES)** recognizes Federal career executives who have made a difference by demonstrating superior leadership which resulted in outstanding organizational achievements, and a strong commitment to the effective continuity of government by successfully bringing about the development of managers and executives.

**William A. Jump Memorial Award** recognizes outstanding service in administration and notable contributions to the efficiency and quality of public service.

**Navy Award for Distinguished Achievement in Science** recognizes employees for pioneering scientific achievements which are extraordinary and significant in nature and which contain a potential of far-reaching consequence.

**Navy Meritorious Civilian Service Award** is the third highest Navy honorary award and recognizes meritorious civilian service or contributions which have resulted in high value and/or benefits to the Navy.

**Navy Superior Civilian Service Award** is the second highest Navy honorary award and recognizes employee contributions which rate exceptionally high in value. (Must have received the Navy Meritorious)

**Navy Distinguished Civilian Service Award** is the highest Navy honorary award and recognizes employees who have distinguished themselves by extraordinary service or contributions of major significance to the Navy. (Must have received the Navy Meritorious and Navy Superior)

**Outstanding DON Employee with Disabilities** recognizes the contributions and achievements made by physically and mentally disabled employees.

**Donald L. Scantlebury Award (SES)** recognizes senior financial management executives who, through outstanding and continuous leadership in financial management, have been principally responsible for significant economies, efficiencies and improvements in federal, state or local government.

**Secretary of Defense Superior Management Award** is the Department of Defense's (DOD) highest award recognizing superior management of DOD acquisition and logistics programs.

**Senior Executives Association/Professional Development League Executive Excellence Awards for Executive Achievement and Distinguished Executive Service (SES).** Executive Achievement recognizes career executives who, through their outstanding leadership, have accomplished a special achievement that has significantly improved the efficiency and effectiveness of a federal program. The Distinguished Executive Service Award recognizes career executives who have sustained outstanding performance and dedication in public service throughout their federal service careers.

**Warner Stockberger Achievement Award** recognizes and honors a person in public or private life who has made an outstanding contribution toward the improvement of public personnel management of any level of government.

**Women in Science & Engineering (WISE) Award** recognizes a specific or special scientific or technical contribution by a woman scientist or engineer and specific contributions in facilitating the advancement of women in science or engineering.

**WISE Achievement Award (Lifetime Achievement)** recognizes the sustained scientific and technical contributions by a woman scientist or engineer and the contributions made in facilitating the advancement of women in science or engineering.

**WISE Award for Engineering Achievement** recognizes a specific or special engineering/technical contribution by a woman engineer and specific contribution made in promoting the entry of females and/or the advancement of women in engineering.

## HONORARY/MONETARY AWARDS

**Beneficial Suggestion Awards Program** provides a formalized process to present ideas for improvement to management.

**Government Employees Insurance Company (GEICO)** recognizes employees for outstanding achievements in one of the following areas: Substance Abuse Prevention and Treatment; fire Prevention and Safety; Physical Rehabilitation; and Traffic Safety and Accident Prevention. In addition, one retired federal employee will be honored for contributions made since retirement in one of these four fields.

**Invention Awards** encourage creative and inventive thinking among employees and promotes the prompt disclosure of inventions by recognizing and rewarding such employees for their inventive contributions.

**Haskel G. Wilson Invention Award** recognizes initial invention awards and patents, and consideration is given to inventions based on their use and value, actual or anticipated.

**Alan T. Waterman Award** recognizes an outstanding young researcher in any field of science or engineering supported by the National Science Foundation.

**Special Act Awards** recognize a contribution by an individual or a group for an effort which goes significantly beyond expected job performance. It is a one-time achievement of a non-recurring nature and is separate from performance awards.

**On the Spot Awards** recognize an employee for a one-time achievement which provides an immediate reinforcement for the exceptional performance beyond the normal bounds of an employee's job and which benefits the local work place.

## MANAGEMENT AWARDS

**Commander's Award** recognizes and honors a person, civilian or military, who has demonstrated exceptional management and leadership support of mission accomplishments.

**Commanding Officer's Award** recognizes and honors a person, civilian or military, who has demonstrated exceptional management and leadership support of mission accomplishments.

**Award of Merit for Group Achievement** is an honorary award that recognizes groups of civilians and/or military personnel for group efforts (suggestions or special achievements) which have high value and/or benefits.

**NAWCWD Team Award** recognizes specific efforts accomplished through teamwork with the achievement of a technical or managerial accomplishment.

**Equal Employment Opportunity (EEO) Annual Award** recognizes those NAWCWD supervisors and managers, EEO committee members, and other employees who have made outstanding contributions to the NAWCWD EEO Program through excellence in their leadership skill, imagination, and perseverance.

## Competency Awards

**Program Management Award** recognizes civilian and military employees for specific outstanding achievements in program management that contribute to the mission of the Navy and NAWCWD.

**Contracts Professional Excellence Award** recognizes members of the NAWCWD Contracts Competency for specific outstanding achievements in all aspects of contracting or in contracting support that contribute to the mission of NAWCWD.

**Logistics Excellence Award** recognizes civilian and military employees for specific outstanding achievements in logistics that contribute to the mission of the NAWCWD Logistics Competency in support of the Armed Services.

**Research and Engineering Excellence Award** recognizes Research and Engineering Competency employees (civilian and military) for specific outstanding achievement in the various group disciplines that contribute to the mission of NAWCWD.

**Test and Evaluation Director's Award** recognizes civilian and military employees for specific outstanding achievements and contributions to the test and evaluation mission of NAWCWD.

**Corporate Operations Award for Superior Achievement** recognizes civilian and military employees for outstanding achievements in areas that contribute to the mission of NAWCWD through development, improvement or operation of systems directed at facilitating the mission of the Division.

**Shore Station Management Technical Award** recognizes and honors a civilian or military employee who has demonstrated technical excellence in Shore Station Management. While not excluding engineers and other professional personnel, this award focuses more on the technician, operation specialist, or wage grade employees by providing singular recognition to an individual or group effort.

## NAWCWD MEMORIAL AWARDS

**The following awards require the 5305-1 form:**

**Award for Sustained Professional Service** recognizes sustained professional service to the mission of NAWCWD. It is based on the long-standing service professionalism demonstrated in directly supporting either or both the organizational workforce and the mission of NAWCWD.

**Memorial Award for Dr. Manuel A. Garcia** recognizes civilian or military personnel who have made significant strides in personal development, career advancement, and contributions to mission accomplishment in the division's engineering goals.

**Memorial Award for Gwendolyn Elliott Hunt** recognizes individuals, military or civilian, who have successfully overcome significant barriers in the workplace, while demonstrating high standards of leadership as evidenced by academic achievement, career advancement through commitment to personal development, acknowledgment as a positive role model, and significant contributions to mission accomplishment.

**Memorial Award For Dr. Twain C. Lockhart** recognizes a civilian employee of NAWCWD who has made significant strides in personal development, career advancement, and contributions to mission accomplishment in the Division's management efforts.

**Memorial Award for Dr. William B. McLean** recognizes civilian or military personnel for outstanding creativity through significant inventions.

**Michelson Laboratory Award** recognizes individuals for technical excellence based on outstanding performance of individual duties through the areas of management and leadership or through specific technical problems in which an individual overcomes technical difficulties in ordnance development, test, and evaluation. This award is complimentary to the L.T.E. Thompson Award.

**Memorial Award for Dr. L.T.E. Thompson** recognizes outstanding individual achievement in the advancement of ordnance. It may be given for a single outstanding achievement or for continued excellence of performance.

**Memorial Award for CAPT Kenneth A. Walden** recognizes civilian or military employees of NAWCWD who have made significant strides in personal development, career advancement, or contribution to mission accomplishment in technical and operational goals within the last three years.

**Karsten "Kit" Skaar Award** recognizes outstanding performance as a firing officer. Nominations should be submitted to the Safety Office, Code 840000D. Members of the Explosive Safety Policy Board (ESPB) will evaluate the nominations and make the selection. A monetary award of \$300 is funded by the nominating code.

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## NAWCWD EMPLOYEE BENEFICIAL SUGGESTION PROGRAM



### WHAT IS A SUGGESTION?

A Suggestion is an idea submitted in writing by one or more eligible persons (civilian or military) intended to achieve one or more of the following:

- Simplify or improve operations.
- Save time required to accomplish a task.
- Speed up production.
- Increase output & enhance productivity.
- Improve working conditions, operating methods or equipment.
- Save material & property.

### WHAT IS NOT A SUGGESTION?

Stating a problem without offering a solution is not a valid suggestion.

- Services & benefits to employees such as vending machines, cafeteria services, restroom facilities or holidays.
- Routine work of taking care of buildings, grounds, and parking lots, such as repairing, cleaning, replacing or painting.
- Work conditions such as air conditioning, decorations & furniture.
- Normal or routine safety practices such as normal protective devices, removal of obstructions, or installation of warning and traffic signs.
- Suggestions which would cost more to implement than the anticipated savings would accrue.

### WHY SHOULD YOU PARTICIPATE?

- Government is facing severe fiscal & personnel constraints, it is essential that available resources be utilized to the fullest possible extent. The Beneficial Suggestion Program is an important means of achieving productivity enhancement.
- Take on the Challenge, you are in a unique position to make a specific & direct contribution to the Government and be recognized.

### HOW DO YOU SUBMIT YOUR SUGGESTIONS?

- Fill out a [Suggestion Form \(NAVSO 5305/5\)](#) and send to the NAWCWD Beneficial Suggestion Office, Code 7D0000E,

Attn: Carol Lopez (805) 989-8593 or DSN 351-8593

## OTHER AWARDS

**NAWCWD Achievement Award:** recognizes specific efforts accomplished through teamwork. It may be granted for, but is not limited to, achievement of a technical or managerial accomplishment through teamwork.

**“You Made a Difference”** awards are intended to let military and civilian employees recognize someone who made a difference by help him or her accomplish a job toward the overall mission of the Naval Air Systems Command.

**Sustained Excellence Award** may be granted to GS or Federal Wage System employees for demonstrated, sustained, and excellent performance. Typically this award is granted to individuals, however groups or teams are also eligible to receive this award. This type of recognition is appropriate when an employee(s) consistently performs substantially beyond expectations.

**Self-Help Award** recognizes outstanding contributions to the self-help improvement projects of significant impact that are accomplished by voluntary labor. It is given to groups of employees for completion of projects that incorporate high quality improvements of a permanent nature.

**Time Off Award** recognizes superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of Government operations. [Click here to see Time-Off Awards Scale.](#)

**Cold War Recognition Certificates** are available for qualifying Military and Federal Government Civilians who served during the Cold War 9/2/45 - 12/26/91. The following link contains the necessary form and instructions on how to obtain the certificate: <http://coldwar.army.mil>.

**Retirement Certificates** are presented to Federal civil service employees at the time of their retirement from NAWCWD and express appreciation for faithful service. A retirement plaque may also be given to the employee.

**Retirement Certificates from the Secretary of the Navy** are presented to civil service employees to express appreciation for faithful service for 40 years or more. A retirement plaque may also be given to the employee.



## **Forms**

### **NAWCWD 5305-1, Honorary Award Nomination Form**

- [\*\*FileMaker Pro Version\*\*](#)
- [\*\*Adobe Acrobat Version\*\*](#)

### **NAWCWD 12451/1, NAWCWD Award Nomination Form**

- [\*\*FileMaker Pro Version\*\*](#)
- [\*\*Adobe Acrobat Version\*\*](#)

## NAVAL AVIATION SYSTEMS TEAM

### “YOU MADE A DIFFERENCE”

1. Background. A monthly awards program, called, “You Made A Difference”, started in November 1998 which allows teammates to recognize each other. The “You Made a Difference Award” is a peer-recognition award that allows military and civilian employees to recognize a co-worker who helped them accomplish a significant task in support of the TEAM’s mission.

2. Description

a. Award recipients will receive an official NAVAIR coin to commemorate their acts. Each coin will be inscribed with the NAVAIR seal and the words, “You Made A Difference”.

b. The award is presented by the employee’s supervisor, or equivalent, in an appropriate setting.

3. Criteria

a. An individual suggesting that another individual be recognized for outstanding service toward the command’s mission.

b. Eligibility is restricted to current employees.

4. Procedures. Recommendations are initiated by a co-worker. This TEAM-wide award is administered through the Command Master Chief’s office (AIR-OOCMC). Nominations may be submitted by email directly to [connorjj@navair.navy.mil](mailto:connorjj@navair.navy.mil) and must include the nominee’s name, organization, point of contact name and telephone number and a detailed description of the award-deserving service. Submissions are collected throughout the month and reviewed by the Vice Commander and the Command Master Chief. Awards will be presented the following month.

## TIME-OFF AWARDS SCALE

| <u>Value to Organization</u>  | <u>Number of<br/>Hours</u> | <u>Approval<br/>Authority</u>                              |
|---|----------------------------|--|
| <u>Moderate:</u><br><br>(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.<br><br>(2) Beneficial change or modification of operating principles or procedures. | 1 to 10                    | Level 2 or 3   |
| <u>Substantial:</u><br><br>(1) An important contribution to the value of a product, activity, program, or service to the public.<br><br>(2) Significant change or modification of operating principles or procedures.                               | 11 to 20                   | Level 2*   |
| <u>High:</u><br><br>(1) A highly significant contribution to the value of a product, activity, program, or service to the public.<br><br>(2) Complete revision of operating principles or procedures, with considerable impact.                     | 21 to 30                   | Level 1*   |
| <u>Exceptional</u><br><br>(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.<br><br>(2) Initiation of a new principle or major procedure, with significant impact.                      | 31 to 40                   | Commanding Officer, NAWCWD; or<br>Commanding Officer, NAWS |

\*Delegated Authority

Maximum 40 hours for any single contribution; 80 hours per year